

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PARALEGAL/LEGAL ASSISTANT Advisory Division

Summary:

Provides legal and organizational support services for Chief Counsel of Advisory Division. Coordinates responses to public records requests and advisory opinion requests for the office. Assists Chief Counsel and Division attorneys in carrying out various functions and responsibilities of the Office of Attorney General.

Essential Duties and Responsibilities:

- Prepare correspondence, summaries, memos and draft legal documents for Chief Counsel.
- Maintains and updates schedules and priority lists for Chief Counsel.
- Logs, scans, and distributes new matters to assigned attorneys and staff members. Tracks progress and developments to facilitate status updates and briefing reports. Utilizes matter management software and database programs.
- Coordinates office's responses to public records requests. Review requests and prepares acknowledgement letters. Works with employees in other sections and divisions to identify responsive documents and works with Division attorneys on making determinations regarding disclosure.
- Coordinates office's responses to advisory opinion requests. Reviews request and prepares acknowledgment letter. Works with Chief Counsel to provide timely responses to requester and ensures proper upload into matter management software and database programs.
- Works with Division attorneys to develop orders and other supporting documentation for the representation of boards and commissions.
- Assists with legal and factual research and analysis to support objectives of Division and office.
- Organize and update internal reference materials, contact lists, policies and procedures, and publicly posted legal information for training events, new employee orientation, and workflow execution purposes.
- Produce a high volume of work in all described areas. Coordinate work with Division's administrative assistant/librarian.
- Other assignments consistent with mission of the office as directed by the Chief Counsel.

Qualifications:

- Paralegal degree or certificate strongly preferred.
- Must have effective organizational and office administration skills.
- Needs to have strong writing, communication, and research skills, be capable of consistently meeting deadlines, and be able to quickly identify issues and objectives to appropriately handle or route matters to colleagues.
- Familiarity and competence with computer platforms for document management, workflow management, email, and word processing is required.
- The applicant should have a familiarity with the operations of state government.

- Experience with public records laws and compliance is preferred.
- The applicant must be able to competently manage client relationships and communications and to effectively communicate with supervisors and colleagues.